

**CLASS TITLE: PUBLIC UTILITIES ADMINISTRATION  
AND OPERATIONS OFFICER**

**Class Code: 02528900**  
**Pay Grade: 38A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To direct responsible operational administrative, supervisory and regulatory functions of the Division under the Division of Public Utilities and Carriers Administrator; and to do related work as required.

**SUPERVISION RECEIVED:** Supervision and advice concerning matters of policy are received from an administrative superior; consults with superior on complex problems; work is reviewed occasionally either in process or upon completion

**SUPERVISION EXERCISED:** Supervises closely the operational and clerical staff of the Division of Public Utilities and Carriers; reviews work closely both in process and upon completion.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To act as the responsible assistant to the Administrator of the Division of Public Utilities and Carriers (DPUC) in all functions of that office.

To assign, direct and review the work of the operational and clerical staff of the DPUC.

To analyze and promote new laws for effective operation of the DPUC.

To be responsible for the enforcement of laws and orders of the PUC and DPUC in all matters, concerning such public utilities as electricity, gas, water, telephone and cable and transportation facilities, such as railroads, ferries, trucks, buses, taxicabs and jitneys.

To direct inquiries of the public concerning rights and duties under these laws.

To direct complaints and investigations of public utility and transportation companies.

To direct necessary action to have violators prosecuted and violations corrected.

To advise utility and transportation companies about reports required and to examine these when received.

To conduct information hearings on matters arising under the provisions of Title 39, Public Law of 1956, as amended, and to make recommendations.

To direct all Division correspondence and arrange for whatever attention or action is required.

To direct preparation of the budget and control costs.

To authorize on a continuing basis all expenses applicable to the agency's budget.

To prepare written reports as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of laws regulating public utility and transportation companies; the ability to conduct public hearings on rate and tariff applications and applications for convenience and necessity; the ability to analyze data and write comprehensive reports and orders based on such analysis; the ability to handle correspondence concerning regulations, policies and procedures; the ability to handle important personal contacts; the ability to assume responsible charge of clerical and regulatory activities in a government agency concerned with business regulation; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with an engineering or business degree; and

Experience: Such as may have been gained through: 10 years employment in a responsible supervisory position in a public utility company, or in a governmental agency regulating such companies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

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